

ASSISTANT DIRECTORS' MEETING

AGENDA

Director's Conference Room, First Floor  
Administration Building  
on Monday, 12 July 1954, at 1100 Hours

---

Hoover Commission - (Clark Committee)	Mr. Dulles
Manpower Utilization	Mr. Reynolds
Preliminary Career Service Arrangements	Mr. Reynolds

SC-M-56

12 July 1954

STAFF CONFERENCE

Minutes of Meeting Held in Director's  
Conference Room, Administration Building  
Monday, 12 July 1954, at 1100 Hours

Mr. Dulles Presiding

Robert Amory, Jr., Deputy Director for Intelligence  
Frank G. Wisner, Deputy Director for Plans  
Col. Lawrence K. White, Deputy Director for Administration  
Lyman B. Kirkpatrick, Inspector General  
Richard Bissell, Special Asst. to the Director for Plans and Coordination  
Harrison G. Reynolds, Assistant Director for Personnel  
Matthew Baird, Director of Training

25X1 [redacted] for the Assistant Director for Communications

25X1 [redacted] Executive Assistant to the Director

25X1 [redacted], Assistant to the Director

[redacted] Assistant to the Director

James M. Andrews, Assistant Director for Collection and Dissemination

George Arell, Chief, Far East Division

25X1 [redacted]  
25X1 [redacted] Chief, Planning and Program Coordination Staff

25X1 [redacted] Chief, Western Europe Division

[redacted], for the Chief, Eastern Europe Division

George Carey, Assistant Director for Operations

H. Marshall Chadwell, Assistant Director for Scientific Intelligence

25X1 [redacted] for the Chief, Soviet Russia Division

Col. Sheffield Edwards, Director of Security

James A. Garrison, Chief of Logistics

25X1 [redacted] Chief of Technical Services Staff

[redacted] Acting Chief, Near East and Africa Division

Otto E. Guthe, Assistant Director for Research and Reports

Richard Helms, Chief of Operations, DD/P

John S. Warner for the General Counsel

Sherman Kent, Assistant Director for National Estimates

25X1 [redacted] for the Chief, Western Hemisphere Division

[redacted] Chief, Management Staff

25X1 [redacted] Assistant to the Special Asst. to the Director

for Plans and Coordination

John Richardson, Chief, Southeast Europe Division

Edward R. Saunders, Comptroller

Lyle T. Shannon, Chief of Administrative Staff, DD/P

Huntington D. Sheldon, Assistant Director for Current Intelligence

25X1 [redacted] Chief, Foreign Intelligence Staff

Dr. John R. Tietjen, Chief, Medical Staff

Walter Pforzheimer, Deputy General Counsel

1. Survey of CIA

Mr. Dulles discussed the General Clark Committee, established by the Hoover Commission, which will conduct a survey of CIA. He estimated they would probably not be active in their work until well in September. Mr. Dulles has designated Mr. Kirkpatrick to centralize the preparatory work for the Committee, and said anyone present who had ideas should give them to Mr. Kirkpatrick or to Mr. Dulles. Mr. Dulles reported the President has taken the position that covert operations and covert intelligence are a function of the Executive and added that the President may designate someone to look into that.

2. Manpower Utilization Branch

Mr. Reynolds stated that the Manpower Utilization Branch had been activated in May and outlined its terms of reference in some detail. Two basic aims of the Branch are: (1) To assist in development of sound manpower requirements for mobilization conditions, and (2) To set up a CIA reserve to assist in fulfilling mobilization requirements.

3. The CIA Career Staff

Mr. Reynolds pointed out that the CIA Career Staff was now a fact and that [ ] people became eligible on 1 July; [ ] more will become eligible before the end of this fiscal year. Mr. Reynolds stated that the group eligible as of 1 July will be offered membership in the CIA Career Staff unless adverse action exists in their AD/P files. He therefore, requested all present to see that any adverse actions on such personnel were placed in the AD/P files promptly. A discussion was had of the deadline for accomplishing the up-dating of these files and it was agreed that Labor Day would be a good deadline. Mr. Kirkpatrick pointed out that a meeting would be held of all CIA supervisors on 3 August to explain the Career Staff Program and that it was urgent that everyone in a supervisory position, attend this meeting.

4. Telephones

Colonel White stated that the Agency had a very liberal policy on the use of telephones; that recently the local telephone exchange had instituted wide range dialing which permits certain long distance calls to be made without contacting the operator; that a check of the records indicated no abuse of this privilege. He pointed out, however, that the Dial-9 local calls during the period of survey was very high, totalling [ ] calls in 30 days. Colonel White said that each of these calls cost the Agency  $3\frac{1}{2}\phi$  and that this was a dangerous situation and should be reduced. He also pointed out that the Agency has [ ]

Mr. Dulles asked those present to bring the Dial-9

situation to the attention of their people. He pointed out this represents nearly a call a day per person in CIA in Washington. He stated he had no objection, of course, to official calls, and that he considered a necessary call by CIA employees to their residences when they were forced to work late as a business call.

5. The 1956 Budget

Colonel White stated that the Bureau of the Budget had set the ceiling on the 1956 fiscal year CIA budget as the same as 1955. They have also continued to allow for a "B" budget.